



# Seasonal Job Announcement 2010

**\*\*Applications Accepted Until Positions Filled\*\***

*Special Note:*

*Post offer pre-employment physical and drug test required for MOST positions*

**City of West Des Moines**  
**Vacant Seasonal / Temporary Positions**

**Apply at:** Human Resources  
 4200 Mills Civic Parkway  
 P.O. Box 65320  
 West Des Moines, IA 50265

Phone: 515-222-3616  
 Fax: 515-273-0601  
 Job Line: 515-222-3522  
[www.wdm-ia.com](http://www.wdm-ia.com)

**Contact:** Parks  
 Sally Orgies  
 515-222-3447

Recreation & Aquatics  
 Todd Seaman  
 515-222-3448

**RECREATION/PARKS**

Job Title	Description	Qualifications	Pay Range
<b>Program Director</b>	Day Camp / Golf League / T-Ball / Soccer/ Basketball Clinic & football clinic / Outdoor Recreation Programs / Youth in Parks/Birthday Parties/Nature Camps and programs / sports clinics Approx. Dates: Late May-Mid August Supervises program staff; plans, organizes, & directs the overall operation of a program; works with community resources; develops program plans; communicates with parents Approx. 20 + hours / week depending on assignment.	<ul style="list-style-type: none"> <li>High School diploma or equivalent &amp; 2 years of responsible recreation experience</li> <li>College degree in recreation, education or related field may be substituted for experience</li> <li>Valid Iowa Chauffeur's license may be required for <u>some</u> Programs (youth in parks, outdoor rec, possible others)</li> </ul>	\$10.30-\$11.94 per hour
<b>Recreation Leader III</b>	Day Camp Assistant, Nature Programs Approx. Dates: Mid June-Early August Plans & organizes activities, enforces rules, keeps records, teaches on a very general level Approx. 20+ hours / week depending on assignment.	<ul style="list-style-type: none"> <li>High School diploma or equivalent.</li> <li>1 year group recreation experience with pre-school &amp; early elementary-age children</li> </ul>	\$8.48-\$9.83 per hour

# RECREATION

Job Title	Description	Qualifications	Pay Range
<b>Recreation Leader II</b>	<p>Summer Program Staff            Golf League / Basketball Clinic            / Open Gym / Day Camp            Approx. Dates: Late April-Mid October            Plans &amp; organizes activities, enforces rules, keeps records, directs staff, works with youth participants            Approx. 20+ hours / week            Weekdays / evenings / weekends</p>	<ul style="list-style-type: none"> <li>High School diploma or equivalent &amp; some group experience</li> </ul>	\$7.87-\$9.13 per hour
<b>Recreation Leader I</b>	<p>T-Ball / Basketball Clinic            Approx. Dates: Mid June-Early August            Assists with recreation activities, baby-sits for volleyball participants            Approx. 15 hours / week            Weekday evenings / Weekdays</p>	<ul style="list-style-type: none"> <li>10<sup>th</sup> grade equivalent &amp; some group experience</li> <li>Minimum age of 16</li> </ul>	\$7.28-\$8.42 per hour
<b>Scorekeepers</b>	<p>Approx. dates: Mid April- Mid October. Operates scoreboard, keeps official scorebook, enforces rules.            Approx. 20+ hours/week            Weekday evenings and weekends.</p>	<ul style="list-style-type: none"> <li>High School Diploma or equivalent.</li> <li>Some group experiences.</li> </ul>	\$7.87-\$9.13 per hour